

Granting Tax Professional Access to a myVTax Account

One of the many convenient features of myVTax is the ability to give a third party, such as your tax professional, access to your tax account. Levels of access range from “View” only to allowing the third party to “View, File & Pay” your taxes. Adding a third party is easy with this step-by-step guide. Before you begin, the third party must create an account in myVTax. Once registered, this person is recognized as an “Existing Third Party” with a username in myVTax. You will need the username to add the third party to your account.

Step 1

Log into your **myVTax** account. From the home screen, click **Grant Accountant or Third Party Access**.



Step 2

- 1 Enter the **Third Party Username** as provided by your tax professional or third party.
- 2 Verify that the name that appears in the **Name** field is the name of your tax professional or third party.
- 3 You may grant the accountant or third party named above the ability to designate others* to access your account by selecting **Allow third parties to grant other logins access to my account(s)**. You can always revoke permission if you change your mind later. However, if you want only the person named above to access your account, select **Allow only this login to access my account(s)**.
- 4 Select the appropriate account type(s) that applies to your business.

*You may authorize your accountant or third party to grant others access to your account. For example, if your accountant is reviewing your account and is called away to a family emergency, he or she can grant access to another accountant in the firm to review your account in his or her stead. This may be a discussion you have with your accountant before access is granted.

Step 3

Once you have granted the third party permission to access an account, you then must specify the the tax year(s) for that account. The third party will not be able to access tax years outside of the range you designate.

Which tax years do you wish to grant access to?

Begin Tax Year
 Month: Year:

End Tax Year
 Month: Year:

The account you link will **only** have access to the specific tax periods you select. The access will be active for all tax periods ending between the first day of the month selected for beginning tax year, and the last day of the month selected for the ending tax year.

Step 4

Click on the down arrow to select the level of access you wish to grant your tax professional.

Note: If the third party is registered using a Social Security Number, then the only option available is "View."


Which levels of access do you wish to grant?

Access Level: 

- View
- View & File
- View & Pay
- View, File & Pay

Step 5

Confirm permission by checking the box.

I confirm I am granting the ability to view my return and return information, discuss my return information with the Vermont Department of Taxes, pay taxes on my behalf, and file a return on my behalf. ☐ 

Required

[Previous](#) [Meals and Rooms Account](#) [Next](#) [Submit](#)